E-Verify Announcement

On June 10, 2015, Governor Greg Abbott signed a bill requiring state agencies and institutions of higher education to use E-Verify effective September 1, 2015. E-verify is the federal government’s internet based employment eligibility verification system and the I-9 Form is the key element of E-Verify. The Immigration Reform and Control Act of 1986 (IRCA) requires completion of the I-9 form within 3 days of the start of employment. Failure to comply with these requirements will result in fines against the University by the federal government.

The new state law reinforces the importance of timely I-9 processing through Human Resources and therefore, Human Resources has been collaborating with faculty and staff groups to assist in facilitating the new processes. Human Resources will begin posting all staff and faculty positions and conduct “mini” orientations to process all new employees through Day ONE. It is imperative that every employee hired (including faculty, staff or student) report to Human Resources on their first day of employment to ensure timely completion of both their assignment processing and the I-9 Form. The E-verify system date stamps data entry of the I-9 information; I-9’s entered after the 3 day window will be considered late and UTSA will be subject to fines by the federal government. Therefore, all new employees must start work only after completion of the required processing through Human Resources. If you have any questions, please feel free to contact Human Resources by email at hr@utsa.edu or by telephone at (210) 458-4648.